PRESENT:

Morag Cameron Chairperson
Christine McCormack Vice Chair
Pat Bowden Secretary
Claire Taylor Board Member
Patricia Young Board Member
Jaclyn McCann Board Member
Jeanette Brown Board Member
Helen Bayne Board Member

IN ATTENDANCE:

Anne Marie Brown Director
Frances Cunningham Corporate Services Officer (Minute Taker)
Rhona Joss FMD Financial Services (In Part)
Tom Atkinson Atkinson Partnerships Ltd (In Part)

1. Apologies for Absence

Apologies were tendered on behalf of John Duncan, Margaret Welsh

2. Chairperson’s Remarks

M Cameron thanked everyone for attending on such a lovely evening.

3. Declaration of Interests

There were no declarations of interests, benefits, payments and entitlements made.

4. Minutes of Previous Meetings:

4.1 Minutes of Board Meeting held on Monday 30th April 2018

The Board approved the minute as a correct record of the meeting held on Monday 30th April 2018; as proposed by C Taylor and seconded by P Bowden. The minute was then signed and sealed by the Chairperson.

4.2 Matters Arising From Previous Minutes (Monday 30th April 2018)

M Cameron asked if anyone had any matters arising from the previous minutes of Monday 30th April 2018.

There were no matters arising from this minute.
4.3 Minutes of Operational Services Committee Meeting held on Tuesday 8th May 2018

The draft minute of the Operational Services Committee meeting held on Tuesday 8th May 2018 were noted by the Board.

There were no points requiring clarification.

4.4 Matters Arising From Previous Minutes (Tuesday 8th May 2018)

The Board approved the following recommendation:

Stock Condition Survey – The Board approved to extend JMP’s appointment and to carry out 15% (55 properties) additional stock condition surveys this finance year 2018/19.

4.5 Minutes of Corporate Services Committee Meeting held on Wednesday 16th May 2018

The draft minute of the Corporate Services Committee meeting held on Wednesday 16th May 2018 were noted by the Board.

There were no points requiring clarification.

4.6 Matters Arising From Previous Minutes (Wednesday 16th May 2018)

Page 4, Agenda Item 8 (d) Quarterly Performance Report: M Cameron highlighted that there are a couple of KPI’s that need to be reviewed for 2018/19.

The Board discussed the following changes:

- The Board agreed to reduce the Board Attendance to 70%
- Staff Attendance – H Bayne asked why such a big change in percentage. F Cunningham explained that staff attendance had been changed to show calculation from Christine Dugan. The Board Agreed to change Staff Attendance to 4%.
- The Board agreed to increase number of complaints received to 9.
- The Board agreed to reduce the Charity Fundraising to £500.

Page 5, Agenda Item 10 (b) Staffing Requirements: H Bayne asked if the Receptionist had left. AM Brown confirmed that J Roche (Receptionist) had decided not to return from Maternity Leave and tendered her resignation.
CRAIGDALE HOUSING ASSOCIATION PUBLIC MINUTE OF BOARD MEETING HELD ON TUESDAY 29TH MAY 2018 AT 6.00PM IN 83-85 DOUGRIE ROAD, GLASGOW G45-9NS

4.7 Corporate Services Committee – Recommendations

4.7.1 Recruitment of Corporate Services Assistant – Grade 4 (full time): The Board agreed to appoint a full time Corporate Services Assistant on a Grade 4 Salary. This post will be advertised in August 2018.

4.7.2 Recruitment of Technical Services Officer – Grade 7 (full time): The Board agreed to appoint a full time Corporate Services Officer on a Grade 7 Salary. However the Board agreed to amend job description to include Clerk of Work services on small contracts. This post will be advertised in August 2018.

4.7.3 Retain Maintenance Services for up to 1 day per week from January 2019: The Board agreed to retain the Maintenance Services of Atkinson Partnership for procurement of major works and specialist technical advice.

Clerk of Works Services: The Board agreed to buy in Clerk of Works services for major works whilst contracts are on-site.

4.7.4 Succession Planning Policy: The Board agreed to the wording of this policy with some minor spelling and grammar changes however agreed to hold this policy until after the Staff Terms and Conditions review has been concluded.

M Cameron highlighted that she would give the Board an update on the Staff Condition of Service review at the end of the meeting.

5. Director’s Report

AM Brown presented her report to the Board and gave a brief update.

2.1.3 Year End Audit:
AM Brown this was concluded on Thursday (24.05.18) and that the Auditor had highlighted a couple of points that may appear in the Management Letter i.e. no Lone Working Policy, No Remote Access Policy and No Disaster Recovery Policy. AM Brown highlighted that we do have a Disaster Recovery Policy which was currently being reviewed. Remote Access this will be covered under the ICT Policy and confirmed that there was a Lone Working Policy which was approved March 2018.

2.2.1 GDPR (Data Protection):
AM Brown highlighted that she had met with RGDP and they had provided a quote for Data Protection Officer. The cost would be £xx for three ½ day visits for the first 3 months, then reverting to a ½ day visit every 2 months and the cost for a 1 off Audit would be £xx. AM Brown explained that the Board had previously given delegated
authority to M Cameron and C McCormack who had accepted RGDP’s quote and we have agreed to review service in a year.

2.2.7 Office Refurbishment:
AM Brown highlighted that T Atkinson had spoken with Architect and he had confirmed that Building & Planning have been submitted and that a meeting with Architect will be scheduled within the next two/three weeks.

The Board noted the contents of the report.

6. **Business Plan – Strategic Delivery Action Plan**

AM Brown presented her report to the Board and gave a brief update.

Page 8, Item 13 – Develop our Board:
Am Brown advised that the advert for Board Recruitment would appear in the SFHA Website by this Friday.

Page 10, Item 21 – Treasury Management Strategy:
AM Brown advised that FMD are working on this documents for presentation to the Board in August 2018.

Page 12, Item 24 – Increase our House Numbers:
AM Brown advised that an Owner had approached her asking if we would consider buying back there property. AM Brown advised the Board that we do not currently have a policy in place to do this however we do have a policy to Buy Back Shared Ownership which could possibly be adapted to include buying back owners property. AM Brown mentioned that the Association has no current plans to develop and this could be away to increase our stock.

The Board approved the creation or insertion of a policy for buying back Owners properties.

Board approved all delivery plans and the reporting template.

7. **Gas Servicing Tender Report**

T Atkinson presented the Gas Servicing Tender Report and explained the amendments to tender prices.

After a brief discussion the Board approved the appointment of City Technical Services (UK) Ltd for gas servicing and maintenance for 2018/19 with option to extend annually to 31st March 2023.
8. **ARC & EESSH Presentation 2017/18**

F Cunningham & T Atkinson presented their ARC & EESSH presentation to the Board and agreed to go through the presentation page by page and if the Board had had any question just to ask.

F Cunningham mentioned that through the Boards Skills Assessment it had been identified that the Board would like some training in relations to Statutory Returns.

F Cunningham highlighted that staff had included an induction at the start of each section in why these figures were collated.

M Cameron highlighted that Indicator C5 should be 2017/18 not 2018/19. F Cunningham confirmed that this will be amended accordingly.

H Bayne asked if Indicator 11 figure could be double checked 1hr 68 mins. **Post meeting Note: F Cunningham checked figure and this is the format that the portal is giving.**

The Board discussed all sections of the ARC & EESSH and where very pleased to note our overall performance in terms of arrears, voids, repairs etc.

F Cunningham asked for delegated authority for staff to submit the ARC & EESSH Return to the Scottish Housing Regulator.

**The Board approved the ARC & EESSH Return and gave approval for staff to submit the Returns to the Scottish Housing Regulator prior to 31st May 2018.**

[7.05pm T Atkinson, Maintenance Services left the meeting]

9. **Management Accounts to 31st March 2018**

R. Joss explained that the purpose of the Report is to monitor the budgeted income and expenditure on a quarterly basis through our management accounts. This is a snap shot of our final quarter.

M Cameron asked why the Clerk of Works fees were not allocated to Professional Fees. R Joss explained that the CoW fees are allocated to major works contracts.

R Joss explained that there was one amendment to the management accounts and this related to Statement of Comprehensive Income – Gains/(Loss) on Sales this will be removed. R Joss explained that the Auditors had highlighted that we cannot have a gain or a loss on a property that we have ownership on, so this will be removed from the management accounts which will increase our Surplus to £379k instead of £371k.
The Board noted the content and approved the Management Accounts for period to 31st March 2018.

[7.40pm R Joss, FMD Financial Services left the meeting]

10. **Rent Report**

M Cameron highlighted that the rent report was for noting. The Board noted the content of the report.

11. **Governance Report**

Board Members noted the content of the report.

12. **Operational Delivery Plan: Strategic Objectives**

F Cunningham presented her report to the Board and gave a brief update.

Page 15. Item 89 – Insurance Renewal:
M Cameron asked if the correct target day had been inserted. F Cunningham explained that this was the target date that we need our insurances in place. However we will be working on procurement processes, documents after the summer holiday.

The Board Members noted the content of the report.

13. **Policy Timetable**

F Cunningham presented her report to the Board and gave a brief update.

M Cameron asked when work would start on the Maintenance Policy. AM Brown confirmed that work would begin on this policy after her holiday.

The Board Members noted the content of the report.

14. **Board’s Training Plan 2018/19**

F Cunningham presented her draft training plan to the Board and advised that a couple of the dates had been confirmed and report would be amended accordingly.

14. **Correspondence**

P Bowden confirmed that she did not have any correspondence for tonight’s meeting.
15. **A.O.C.B.**

M Cameron confirmed that she did not have any other business for tonight’s meeting.

16. **Date of Next Board Meeting**

Monday 25th June 2018 at 6.00pm

The meeting concluded at 8.00pm